

**APPLICATION FOR ADVANCE
BASIC ALLOWANCE HOUSING (BAH)**

DATE

NAME

SSN

RANK/RATE

ACTIVITY

I request advance BAH in the amount of \$ _____ to pay advance rent, security deposits, and/or initial expenses incident to occupying other than government housing. The following expenses will be incurred:

a.	First and/or last month's rent	\$ _____
b.	Security deposit	\$ _____
c.	Cleaning deposit	\$ _____
d.	Utility deposits	
	Gas	\$ _____
	Electric	\$ _____
	Water/Sewage	\$ _____
	Phone	\$ _____
e.	Other initial expenses (itemize)	
	_____	\$ _____
	_____	\$ _____

Total Expenses \$ _____

I certify that I fully understand the following:

a. Payment of Advance BAH is based upon my actual expenses as listed above. In no case will the amount of advance exceed the combined sum of three months BAH for my paygrade. Repayment of the advance will be in 12 monthly installments commencing the month after the advance is paid. However, if circumstances warrant, repayment for a period longer 12 months, but not exceed my current PRD may be authorized. Additionally, commencement of pay deductions to repay the advance may be delayed for three months if circumstances warrant. Written justification for delayed and/or extended repayment of the advance must be provided as an attachment to this request.

b. I must provide a copy of supporting documents for any expenses claimed above, prior to this request being approved. Payment of advance BAH will normally not be authorized earlier than three work days prior to the date payment under the lease/rental agreement is due and not later than 90 days after the effective date of the lease/rental agreement.

c. If the residence is vacated prior to repayment of this advance, repayment of any unliquidated portion of the advance by direct remittance or pay account deduction is required.

d. Upon occupying off base housing I will be required to submit a copy of rental/lease agreement and supporting documents to the Personnel Office.

e. I may only receive advance BAH for those initial expenses that will be paid by me. If the residence to be rented is to be shared with other individuals, the expenses itemized above reflect only my personal share. Expenses related to purchase of a residence are not items that may be included in advance payments.

f. If changes occur in residency, dependency, numbers of members sharing rent, or monthly rental amount, I will immediately notify the Personnel Office.

I also certify that the information reported in this application is true and correct.

The penalty for making a fraudulent claim is a maximum fine of \$10,000 and/or imprisonment of 5 years.
(18 U. S. C. Section 287)

(MEMBERS SIGNATURE)

(DATE)

APPROVED/DISAPPROVED for \$ _____ amount to be repaid in _____ monthly installments.

(SIGNATURE)

(TITLE)

***PRIVACY ACT STATEMENT REQUIRED
TO BE SIGNED ON REVERSE**

DOCUMENTATION REQUIRED TO SUPPORT REQUEST FOR ADVANCE BAH

- Copy of lease/rental agreement showing monthly rental, advance rent and security/cleaning deposit amounts.
- Statements/receipts from utility/phone company showing hook up fees and deposits.

**PRIVACY ACT STATEMENT
FOR
APPLICATION FOR ADVANCE
BASIC ALLOWANCE HOUSING**

THIS STATEMENT IS PROVIDED IN COMPLIANCE WITH THE PROVISIONS OF THE PRIVACY ACT OF 1974 (PL93-579) WHICH REQUIRES THAT FEDERAL AGENCIES MUST INFORM INDIVIDUALS WHO ARE REQUESTED TO FURNISH INFORMATION ABOUT THEMSELVES AS TO THE FOLLOWING FACTS CONCERNING THE INFORMATION REQUESTED.

1. Authority: 37 USC 427.
2. Principle Purposes: To pay Advance Basic Allowance Housing Allowance to Navy members with or without dependents while they are not assigned government quarters.
3. Routine use: Member provides information required to establish his/her entitlement to advance housing allowance. Such information includes:
 - a. Members SSN
 - b. Amount of initial moving in expenses
4. Mandatory or voluntary disclosure: The information is voluntary. If the member does not provide the information required, Advance BAH cannot be paid.

(MEMBER'S SIGNATURE)

DISBURSING OFFICER WORKSHEET

1. Amount approved for advance by members commanding officer. \$ _____.
2. Monthly amount of:
 - a. BAH: \$ _____ X 3 = \$ _____.
3. Amount to be advanced (lesser of items 1 or 2) \$ _____.
4. Repayment schedule is \$ _____ per month for 12 months beginning _____. If repayment is for longer than 12 months the commanding officer must approve. Repayment schedule may not exceed members PRD or EAOS (unexecuted extensions should be considered). Members PRD is _____ EAOS _____.